Basic Navigation in TAP

The **TAB** key on your keyboard is a quick and easy way to move from one field to the next in TAP.

Using the **Ctrl** key is an easier way to perform many tasks in TAP. These Ctrl key tools are universal for most computer software. To use the Ctrl key tools, you will need to hold down the Ctrl key while you press another letter key on your keyboard. Pressing these keys simultaneously carries out the special functions listed below.

- **Ctrl P** will print the screen that you are currently working in.
- **Ctrl F** will give the ability to 'find' special text that you may be looking for. This is especially useful when the answer to a specific question in the FAQs.
- **Ctrl +/-** will give you, the user, the ability to adjust the image size on your screen to be larger or smaller as needed.
- **Ctrl C** will allow you to copy any text that you have manually highlighted.
- **Ctrl V** allows that copied text to be pasted into the field selected.

While navigating in TAP and completing your income tax return, there are two different points that you are able to click to edit or make changes to a 'step'. You may click the link describing the step, or you may click the button next to the step you are working on. This button will be labeled 'Edit', 'Error' or 'Completed' depending on the information that has been entered in the step.

Montana Individual Income Tax Return

Income tax return for a Montana resident filing as single or married filing jointly with no dependents

Edit   Step 1: Personal Information